



CITY OF LONG BEACH
CITY CLERK

LEGAL PUBLICATION REQUEST FORM

Today's Date _____

This form is required for the processing of requests for legal publications in the Press-Telegram Newspaper. Complete the form and attach to your transmittal. Refer any questions to the City Clerk Department:

Billing: Contact Monique DeLaGarza, Ext. 86981 or modelag@longbeach.gov

Publication: Contact Kathy Garvin, Ext. 86806 or kagarvi@longbeach.gov

PLEASE ANSWER EACH QUESTION AS APPLICABLE

Index code (required): _____

Project: _____

Project Detail: _____

Grant: _____

Grant Detail: _____

User Code: _____

Subobject Code: _____

Organization/Department	
Print Name:	Title: Phone: ()
Signature:	

Note: Documentation for publication must be received by the City Clerk Department at least three (3) days prior to required publication date(s). Copies of Proof of Publication and Journal Voucher will be forwarded to designated point of contact. Signature denotes approval for payment of advertisement. This form must be filled out completely before transmittal of publication will occur. It is the responsibility of the requesting department to verify the publication of ads in accordance with requested publications dates. The City Clerk Department does not search the newspaper for ads.



Please return this application with your publication transmittal to the City Clerk Department, 333 West Ocean Blvd., Long Beach, CA 90802, Fax: (562) 570-6789 TDD: 570-6626